



2025 EXHIBITOR ORDER FORM

1 West RiverCenter Blvd., Covington, KY 41011
 Phone: 859.261.1500 Email: services@nkycc.com

Discount Rates apply to orders received and paid for at least 14 days prior to event Start Date.
Standard Rates apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date.
Floor Rates apply to orders received on Event Start Date and afterwards.

BASIC INTERNET ACCESS, NOT FOR STREAMING

Supports 1 Device Only - Wired/Wireless Routers, Switches or DHCP Servers Prohibited					
PUBLIC WIRELESS / NKYCC Public Up to 5 Mbps - COMPLIMENTARY					
Description of Services	Quantity	Discount	Standard	Floor Rate	Total
Hard Wired Internet Access - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage		\$ 380.00	\$ 460.00	\$ 760.00	
Secured Wireless up to 10 Mbps - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage		\$ 380.00	\$ 460.00	\$ 760.00	
Additional Codes for Basic Hard Wired or Wireless Internet with speeds up to 10 Mbps. Maximum 6 codes total		\$ 130.00	\$ 160.00	\$ 260.00	

DEDICATED INTERNET ACCESS, FOR STREAMING GAMING & WEBCAST

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
HARDWIRED - Minimum of 14 Business Days Notice		*Required for Streaming*			
Dedicated Internet 20 Mbps - Includes: 1 Public IP address and configuration of 2 ports (jacks).		\$ 4,600.00	NOT AVAILABLE		
Additional Bandwidth 5 Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote		\$ 840.00			
Dedicated Internet Additional Port (Jack) Configuration (each)		\$ 130.00			
WIRELESS - Minimum of 14 Business Days Notice		*Not for Streaming*			
Dedicated Wireless 10 Mbps w/ Private Custom SSID		\$ 2,650.00	NOT AVAILABLE		
Additional Bandwidth 5Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote.		\$ 840.00			
IT INTERNET TOTAL *Not subject to Sales Tax					

IT SERVICES

ADDITIONAL IT SERVICES

DESCRIPTION OF SERVICES:	Quantity	Discount	Standard	Floor Rate	Total
Voice/Credit Card Line(s)		\$ 275.00	\$ 330.00	\$ 550.00	
Conference IP Phone - Includes: Data line with up to two other parties		\$ 365.00	\$ 440.00	\$ 730.00	
Cable - Patch/Labor - Minimum 14 Business Days Notice		\$ 90.00	NOT AVAILABLE		
Switch Rental 8-16 Port 10/100		\$ 240.00	\$ 290.00	\$ 480.00	
Technical Assistance (1 hr. minimum)		\$ 170.00	NOT AVAILABLE		
IT ADDITIONAL SERVICES TOTAL					

UTILITIES

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Please Call Convention Services For Information on Water Service & Compressed Air.

BANNER HANGING

BANNER/SIGN HANGING SERVICE

Banner services must be ordered minimum of 14 business days.

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
From 2 Hanging Points		\$ 200.00	NOT AVAILABLE		
Each Additional Hanging Point		\$ 200.00			
BANNER/SIGN HANGING SERVICES TOTAL					

ELECTRICAL SERVICES

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Description of Services	Quantity	Discount	Standard	Floor Rate	Total
120 Volt					
10 amps - 1,000 watts, one plug only		\$ 95.00	\$ 120.00	\$ 190.00	
20 amps - 2,000 watts, one plug only		\$ 130.00	\$ 160.00	\$ 265.00	
208 Volt Single Phase					
20 amps - 3,300 watts, one plug only. Twistlock Plug/hardwired.		\$ 185.00	\$ 230.00	\$ 380.00	
30 amps - 4,900 watts, one plug only. Twistlock Plug/Hardwired.		\$ 210.00	\$ 260.00	\$ 430.00	
40 amps - 6,600 watts, hardwired/One Connection		\$ 270.00	\$ 330.00	\$ 485.00	
50 amps - 8,300 watts, hardwired/Once Connection		\$ 300.00	\$ 370.00	\$ 585.00	
208 Volt Three Phase					
20 amps - 5,700 watts, hardwired only		\$ 320.00	\$ 390.00	\$ 600.00	
30 amps - 8,600 watts, hardwired only		\$ 330.00	\$ 410.00	\$ 635.00	
40 amps - 11,500 watts, hardwired only		\$ 340.00	\$ 420.00	\$ 660.00	
50 amps - 12,000 watts, hardwired only		\$ 360.00	\$ 450.00	\$ 700.00	
60 amps - 14,400 watts, hardwired only		\$ 380.00	\$ 470.00	\$ 740.00	
100 amps - 15,400 watts, hardwired only		\$ 600.00	\$ 690.00	\$ 1,090.00	
200 amps - 57,000 watts, hardwired only		\$ 850.00	\$ 960.00	\$ 1,550.00	
400 Amps - 208V Three Phase (114,000 watts), hardwired only. Feeder cable camlocks not provided.		\$ 1,470.00	\$ 1,700.00	\$ 2,800.00	
408 Volt Three Phase					
30 Amps-480V Three Phase-Events Center Only		\$ 400.00	\$ 490.00	\$ 800.00	
ADDITIONAL SERVICES					
Description of Services	Quantity	Discount	Standard	Floor Rate	Total
Extension Cord Rental		\$ 40.00	\$ 50.00	\$ 80.00	
Multi-Outlet Power Strip Rental		\$ 40.00	\$ 50.00	\$ 80.00	
ELECTRICAL SERVICES TOTAL					

FOOD & BEVERAGE

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Sodexo Live! has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live! Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

BILLING/PAYMENT INFORMATION

Please note: As of January 1, 2023, the Commonwealth of Kentucky is charging a 6% sales tax on all sales, excluding charges related to internet services.

Subtotal Taxable Services (Add IT Additional Services, Banner Hanging, and Electrical Services Total):	
KY Sales Tax (6%):	
Subtotal Internet Services:	
CC Processing Fee (3%):	
GRAND TOTAL:	

Method of Payment:

MasterCard or Visa
3% Processing Fee will apply to all Credit Card transactions. AMEX not accepted.

Company Check *(made payable to the Northern KY Convention Center)*

Total Payment must accompany all orders.

Credit Card Number (MC/VISA): _____

Exp: _____

Security Code: _____

Event Name: _____

Company Name: _____

Booth #: _____

Contact/Card Holder Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Authorized Signature: _____

Mail Completed Forms with Checks to:
Northern Kentucky Convention Center
1 W. RiverCenter Blvd.
Covington, KY 41011
ATTN: Convention Services

Email Forms with Credit Card Information to:
services@nkycc.com

Thank you for your business!